

Enclosure IV.

**A. STATE ALLOCATION REQUEST WORKSHEET AND
INSTRUCTIONS**

**B. STATE FISCAL OPERATING PLAN WORKSHEET AND
INSTRUCTIONS**

**C. VETS 300, COST ACCOUNTING REPORT AND
INSTRUCTIONS**

ENCLOSURE IV A.

United States Department of Labor
Veterans' Employment and Training Service
**STATE ALLOCATION REQUEST
WORKSHEET**

State: _____ Fiscal Year: 2001

Date Prepared: _____
(round to the nearest thousand)

	TOTAL DVOP	TOTAL LVER	TOTAL REQUESTED
1. Number of Base Staff Positions			
2. Personal Services (PS) Funds Requested			
3. Personnel Benefits (PB) Funds Requested			
4. Total PS+PB Requested (Sum of Lines 2 and 3)			
5. TOTAL FUNDS REQUESTED			
6. PS+PB % of Total (Divide Line 4 by Line 5)			
7. PS+PB % Allowed (Enclosure I.B.)			
8. Cost per Position (Divide Line 5 by Line 1)			

DVOP/LVER STATE ALLOCATION REQUEST WORKSHEET

INSTRUCTIONS

1. Enter number of formula staff positions (See Enclosure I.A.)
2. Enter amount of Personal Services (PS) needed to support formula positions.
3. Enter amount of Personnel Benefits (PB) needed to support formula positions.
4. Total PS+PB = Line 2 (PS) plus Line 3 (PB).
5. Total Funds Requested = Line 2 (PS) plus Line 3 (PB) plus funds for NPS and Administrative Overhead.
6. PS+PB as a Percent of Total Funds Requested = divide Line 4 by Line 5 (Total Funds Requested) (round off to two decimal places).
7. PS+PB % Allowed = See SGA Enclosure I.B.
8. Cost per Position = Line 5 divided by Line 1. (Rounded to the nearest dollar)

NOTE: Round items 2 through 5 to the nearest thousand dollars (e.g., \$347,854 is entered as 348).

(QUARTERLY DATA ARE NOT CUMULATIVE)

DATE PREPARED: _____

LINE ITEM	FY2000 DVOP CARRY- OVER	FY 2001 DVOP					FY 2000 LVER CARRY- OVER	FY 2001 LVER					TOTAL2001 DVOP / LVER FUNDS K.
		1st QTR DVOP A.	2nd QTR DVOP B.	3rd QTR DVOP C.	4thQTR DVOP D.	TOTAL 2001 DVOP E.		1ST QTR LVER F.	2ND QTR LVER G.	3rd QTR LVER H.	4th QTR LVER I.	TOTAL 2001 LVER J.	
1. PLANNED NUMBER OF STAFF STAFF													
2. PERSONAL SERVICES (PS)													
3. PERSONNEL BENEFITS (PB)													
4. SUBTOTAL PS+PB COSTS													
5. TOTAL FUNDS													
6. PS+/PB % TO TOTAL													
7. PS+/PB ALLOWED													
8. COST PER POSITION (CPP)													

DVOP/LVER STATE FISCAL OPERATING PLAN

INSTRUCTIONS

This form is **NOT** to be submitted with the initial application due July 31, 2000.

Leave the shaded sections for FY 2000 carry over funds blank until the SFOP is required to be submitted after October 1, 2000, when any carry over has been identified. These carry over funds are to be kept separate from FY 2001 funds and should not be reflected in the addition for completing Columns E, J and K."

Instructions for completed rows 1- 8.

1. Enter number of positions that allocated funds will support.
2. Enter amount of Personnel Services (PS) needed to support formula positions.
3. Enter amount of Personal Benefits (PB) needed to support formula positions.
4. Total PS+/PB = Line (PS) plus Line 3 (PB).
5. Total Funds Requested = Line 2 (PS) plus Line 3 (PB) plus funds for NPS and Administrative Overhead.
6. PS+PB as a Percent of Total Funds Requested = divide Line 4 by Line 5 and round off to two decimal places.
7. PB+PB % Allowed = See SGA Enclosure I.B., unless the Grant Officer provides a new set of %s.
8. Cost per Position = Line 5 divided by Line 1 (do not round off).

NOTE: Round entries in lines 2-5 to the nearest thousand dollars (e.g., \$347,854 is entered as 348).

ENCLOSURE IV C.

VETS 300 Cost Accounting Report
DVOP/LVER Programs

U.S. Department of Labor
Veterans' Employment and Training Service

OMB Approval No. 1205-0240
Expiration Date: 6/30/2000

State _____

Grant Number _____

DVOP _____

Date Prepared _____

Fiscal Year _____

FY Quarter _____

LVER _____

Item Description		a. Current Obligation Plan (Cumulative)	b. Resources on Order	Accrued Expenditures		e. Total Obligation	f. Difference from Plan (a - e)
				c Current	d. Cumulative		
1. Base Personal Services (PS)	\$						0.00
2. Base Personnel Benefits (PB)	\$						0.00
3. PS+PB Subtotal (1 + 2)	\$	0.00	0.00	0.00	0.00	0.00	0.00
4. Capital Expenditures	\$						0.00
5. Total Appropriation Status	\$						0.00
6. Base Staff Positions Paid (#)							

Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Respondent's obligation to reply to these requirement are mandatory as required by 38 U.S.C. 4107 and 4212. Public reporting burden for this collection of information is estimated to average one hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Labor, Veterans Employment and Training Service, S-1316, Washington, D.C. 20210 (Paperwork Reduction Project 1205-0240).

VETS 300
Rev. June 1998

VETS 300 DVOP/LVER QUARTERLY REPORT

COST ACCOUNTING INFORMATION

<u>LINE NO.</u>	<u>ITEM</u>	
1.	BASE* PERSONAL SERVICES	The accrued expenditures for the salaries and benefits associated with direct program (DVOP/LVER) staff.
2.	BASE PERSONNEL BENEFITS	
3.	PS+PB SUBTOTAL	Represents the sum of the above two lines.
4.	CAPITAL EXPENDITURES	The accrued expenditures and obligations incurred for property and equipment costing over \$5,000.00 per item.
5.	TOTAL APPROPRIATION STATUS	Represents the sum of lines 3 and 4 plus PS+PB Non-Personal Services (Base NPS**) and Administrative Overhead.***
6.	BASE POSITIONS PAID	The number of full- and half-time staff positions represented as FTE base positions directly charged.
7.	TOTAL CASH RECEIVED	Represents the cumulative letter-of-credit draw downs for the DVOP/LVER Programs.

NOTES * Base refers to direct program (DVOP Specialist and LVER staff) positions.

** PS+PB Non-Personal Services (Base NPS) - Nonstaff accruals incurred (direct and indirect) associated with DVOP/LVER staff.

*** Administrative Overhead - The amount of funds expended to support direct full-time equivalent positions (FTE), indirect administrative support staff, and associated administrative NPS costs. NOTE: Administrative non-personal services costs do not include any capital expenditures.